

Parkinson Foundation, Inc.
Job Announcement

Position: Advancement Coordinator – Carolinas
Reports to: Development Director, Carolinas Chapter
Position Status: Full Time
Location: Remote – must be based in North or South Carolina

DESCRIPTION:

The Parkinson's Foundation makes life better for people with Parkinson's disease by improving care and advancing research toward a cure. In everything we do, we build on the energy, experience and passion of our global Parkinson's community.

The Parkinson's Foundation is seeking a goal-oriented and self-motivated professional for the position of Advancement Coordinator for the Carolinas Chapter. This position serves as a critical member of the Chapter team in the implementation of the mission through peer-to-peer fundraising events, corporate development, education and outreach and volunteer development. The Advancement Coordinator will provide support to the Chapter team in their goal to cultivate partnerships and alliances that will promote growth and awareness within the community. The Carolinas Chapter extends its services across North Carolina and South Carolina, offering a significant opportunity to make a tangible difference in the lives of individuals affected by Parkinson's.

RESPONSIBILITIES: Responsibilities include, but are not limited to the following:

Fundraising and Events – 60%

- Lead, plan, and execute assigned Chapter peer-to-peer (P2P) events, managing revenue expectations in partnership with team members.
- Collaborate with event participants, sponsors, and community partners to maximize participation and achieve revenue goals.
- Provide customer service to Chapter constituents and event participants, including support for registration, coaching, and stewardship.
- Work with the Chapter team to execute communications for events, including website updates, social media, and email communications.
- Recruit new participants and constituents for fundraising events.
- Identify and explore potential sponsorship and partnership opportunities with pharmaceutical companies, corporations, and media prospects. Collaborate with the Chapter team to present compelling pitches.
- Handle logistical details for fundraising events, including vendor partnerships, permits, contracts, invoicing, and expense management.
- Oversee recruitment of event day volunteers for fundraising events.
- Support management of corporate partner relationships, including benefit delivery and stewardship opportunities.
- Track and report revenue and team numbers; provide weekly updates.
- Support the implementation and growth of other fundraising events throughout the year.

Chapter Support – 40%

- Actively seek opportunities to address community needs and positively impact local community while advancing the mission, goals, and values.
- Assist in the planning, promotion, recruitment, and execution efforts for Chapter education programs.
- Secure event space and speakers for Chapter events.
- Attend community events to represent and present on behalf of PF.
- Prospect and establish communication with Chapter community partners.
- Work closely with the Chapter staff to develop and execute communications for the Chapter's events including event and Chapter website, social media and email communications. This includes writing and distribution.
- Update constituent records in the database.
- Process data entry, pull mailing lists and reports from the Raiser's Edge database.
- Prepare materials for events and meetings and attend board and committee meetings, recording minutes.
- Coordinate marketing materials such as holiday cards, business cards, letterhead, etc.
- Stay informed about National Office activities and utilize available resources.
- Be knowledgeable about Parkinson's disease and the Foundation's strategic plan.
- Assure the proper use, management, security and upkeep of the equipment and documents.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree or equivalent experience and a minimum of 2 years fundraising or event experience, preferably within a non-profit organization.
- Self-motivated, focused, detail and goal-oriented team member.
- Possess and exhibit a professional, outgoing, friendly, and positive attitude and an ability to relate well with diverse populations and age groups.
- Ability to work cooperatively in a team environment.
- Organized, timeline driven and able to handle multiple projects simultaneously.
- Excellent oral/written communication skills.
- Employ discretion, tact and empathy, proactive and intuitive people skills.
- Comfortable spending time on the phone and engaging on digital platforms.
- Accurate and effective communication and motivation skills.
- Experience with social media and website navigation.
- Accurate and detailed data entry skills.
- Proficient with Microsoft Office Suite, database, and spreadsheet management.
- Ability to lift at least 20 lbs. from the ground to waist level, with or without reasonable accommodation.
- Ability to travel throughout the Chapter and region as needed, with reliable personal transportation and a valid driver's license.
- Capacity to work evenings and weekends as needed, while adhering to core business hours.

COMPENSATION:

Compensation for a total of 35 hours per week depending on experience.

HOW TO APPLY:

Please email resume, cover letter and salary requirements to cantol@parkinson.org. Applicant review will continue until the position is filled. Please indicate, **“Advancement Coordinator – Carolinas Chapter”** in the subject line. Resumes without cover letters and salary requirements will not be considered. **No phone calls please.**

The Parkinson's Foundation is an equal opportunity employer.